

Mays Landing, NJ
June 1, 2010

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON JUNE 1, 2010
HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library**

The Regular Meeting of the Hamilton Township Board of Education was called to order at 7:00 p.m. in the Michael H. Duberson Memorial Library at the Davies Middle School by Dr. David May, President.

**Call
To
Order**

Dr. May led the Pledge of Allegiance.

**Pledge of
Allegiance**

ANNUAL NOTICE OF MEETING

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, Mizpah Post Office, Mays Landing Post Office, Atlantic County Library as well as all the schools of the district. A mechanical device is being used to record this meeting.

The following members answered roll call: Mr. Eric Aiken, Mr. Carl Anderson, Mrs. Michelle Befano, Dr. Anne Erickson, Mrs. Barbara Kupp, Mr. Mark Ludwick, Mr. Christopher Palermo and Dr. David May. Quorum present.

**Roll
Call**

Members Absent: Mrs. Kim Melton

Also present were: Mrs. Michelle Cappelluti: Superintendent of Schools
Mrs. Martha Jamison: Board Secretary
Mr. Louis Greco: Solicitor

APPROVAL OF MINUTES

Motioned by Mr. Anderson, seconded by Mr. Ludwick, to approve the regular and executive session minutes of the meeting of May 11, 2010, as per attachment IV-A.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. (8-0-0)

Motioned by Mr. Anderson, seconded by Mr. Ludwick, to approve the regular and executive session minutes of the meeting of May 18, 2010, as per attachment IV-B.

Roll Call Vote: Six in favor: Mr. Aiken, Mr. Anderson, Dr. Erickson, Mrs. Kupp, Mr. Ludwick and Mr. Palermo. Abstained: Mrs. Befano and Dr. May (6-0-2)

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mr. Ludwick informed the Board of his recent trip to the Street Hockey National tournament in Massachusetts, which included eight Davies School students. Their team made it all the way to the finals in a ten team division.

Mr. Anderson asked if we were going to go into Executive Session to discuss personnel issues after the presentations. Dr. May responded that it will be discussed after the presentations.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. **Dates to Remember**

- a. **June 1, 2010** – Policy Committee Meeting – Davies School – 6:15 p.m.
- b. **June 1, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- c. **June 2, 2010** – Grade Eight Youth in Government Day – Hamilton Township Municipal Building – 9:00 a.m. to 1:45 p.m.
- d. **June 2, 2010** – Transportation Committee Meeting – Board Office – 8:00 a.m.
- e. **June 10, 2010** – Personnel Committee Meeting – Board Office – 5:00 p.m.
- f. **June 11, 2010** – Building/Facilities Committee Meeting – Board Office – 7:30 a.m.
- g. **June 15, 2010** – Grade Eight Graduation – Oakcrest High School – 4:00 p.m. (Rain Date: 6-16-10).
- h. **June 21, 2010** – Curriculum Committee Meeting – Davies School
- i. **June 29, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.
- j. **July 5, 2010** – Holiday – Schools Closed
- k. **July 6, 2010** – Policy Committee Meeting – Davies School – 6:00 p.m.
- l. **July 6, 2010** – Board of Education Meeting – Davies School – 7:00 p.m.

(B) Davies School Lunch Schedules for the 2010-2011 School Year:

- Period 4 – 10:08-10:48 Grade 7 Lunch (40 minutes)
- Period 5 – 10:50-11:30 Grade 8 Lunch (40 minutes)
- Period 6 – 11:32-12:12 Grade 6 Lunch (40 minutes)

(C) Shaner School Lunch Schedules for the 2010-2011 School Year:

First Grade:

- 10:55-11:25 and 11:30-12:00

Kindergarten:

- 12:10-12:40 and 12:45-1:15

(D) Mrs. Cappelluti advised that 93 students enrolled during Preschool Roundup.

(E) Dr. Erickson asked about the parent workshop held last week. Mrs. Dagit responded, giving a brief summary of the workshop.

(F) Mr. Martins advised the Board of the various emergencies the district faced last week and the calm, competent manner our staff handled each one.

(G) Presentation: Region Honors Music Students from the Davies and Hess Schools

Given by: Andrew Seigel and Donna Berchtold from the Davies School Music Department and Fred Rushmore from the Hess School Music Department as well as various music students from the Davies School.

(H) Presentation: Read 180

Given by: Glenn Martins, Supervisor of Child Study Team and Special Education, Colleen Bretones, Read 180/Special Education Coach, and teachers Ashley Demmy and Stephanie Sonnak.

(I) Presentation: Davies School Discipline Report

Given by: Melanie Cox, Grade 6 Vice Principal
Steve Santilli, Grade 7 Vice Principal
Patrick McCarthy, Grade 8 Vice Principal

EXECUTIVE SESSION

Motioned by Mr. Anderson, seconded by Mr. Ludwick, to enter into executive session for the purpose of discussion of personnel.

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of personnel. Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other

appropriate time.

Roll Call Vote: All in favor: Mr. Aiken,
Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp,
Mr. Ludwick, Mr. Palermo and Dr. May (8-0-0)

The Board entered into Executive session at 8:25 p.m.

The Board reconvened the regular meeting at 9:10 p.m.

COMMITTEES AND RECOMMENDATIONS

BUILDING/FACILITIES COMMITTEE – Mrs. Befano

Motioned by Mrs. Befano, seconded by Dr. Erickson, to approve the following Motion as presented:

- Toilet Room Renovations**
1. To approve to go out to bid for the Toilet Room Renovations at the Joseph C. Shaner Elementary School, FVF Project #4052A.

Roll Call Vote: All in favor: Mr. Aiken,
Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs.
Kupp, Mr. Ludwick, Mr. Palermo and Dr. May
(8-0-0)

CURRICULUM COMMITTEE - Dr. Erickson

None

FINANCE/SUPPLY COMMITTEE – Mr. Ludwick

Motioned by Mr. Ludwick, seconded by Dr. Erickson, to approve the following Motions as presented:

- Treasurer's Report**
1. To approve the Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April, 2010. The Treasurer's Report and Secretary's Report are in agreement for the month of April, 2010, as per attachment IX-C-1.
- Board Secretary's Report**
2. To approve the Board Secretary's Report for the period ending April 30, 2010. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as

of April 30, 2010, and after review of the Secretary's Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as per attachment IX-C-2.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May (8-0-0)

The following items have been included as informational items:

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|----|--|---------------------------------|
| 3. | Interest Income for the month of April, 2010, as per attachment IX-C-3. | Interest Income |
| 4. | Receipts for the month of April, 2010, as per attachment IX-C-4. | Receipts |
| 5. | Refunds for the month of April, 2010, as per attachment IX-C-5. | Refunds |
| 6. | Capital Reserve Interest for the month of April, 2010, as per attachment IX-C-6. | Capital Reserve Interest |
| 7. | Rental Income for the month of April, 2010, as per attachment IX-C-7. | Rental Income |
| 8. | Miscellaneous Revenue for the month of April, 2010, as per attachment IX-C-8. | Miscellaneous Revenue |
| 9. | The monthly Budget Summary Report for April, 2010 has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment IX-C-9. | Budget Summary Report |

Motioned by Mr. Ludwick, seconded by Dr. Erickson, to approve the following Motions as presented:

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| 10. | To approve budget transfers in the amount of \$377,076.00, as per attachment IX-C-10. | Budget Transfers |
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Staff attendance at seminars 2009-10

11. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses during the 2009-2010 school year, as per attachment IX-C-11.

Staff attendance at seminars 2010-11

12. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2010-2011 school year, as per attachment IX-C-12.

IDEIA Application

13. To approve the FY2010 Amended IDEIA Application, to include FY2009 carryover funds, in the following amounts, as per attachment IX-C-13.

<u>Title</u>	<u>Original Funds</u>	<u>Carryover</u>	<u>Total</u>
IDEIA – Basic	\$760,965	\$33,248	\$794,213
IDEIA - Preschool	30,957	0	30,957
Totals	\$791,922	\$33,248	\$825,170

Preschool Carryover Application

14. To approve the submission of the Preschool Education Aid (PEA) Carryover Application to include carryover funds from the 2008-2009 school year to the 2009-2010 school year, as per attachment IX-C-14.

Out of District Placement

15. To approve a continuation of an Out of District Placement for the 2009-2010 school year for Student #09-10-28, as per attachment IX-C-15.

American Appraisal Associates, Inc.

16. To approve an Agreement between the Hamilton Township Board of Education and American Appraisal Associates, Inc. in the amount of \$1,075.00, an increase of \$25.00 from the previous year, for fixed asset appraisal services, as per attachment IX-C-16.

Bayada Nurses, Inc.

17. To approve an Agreement between the Hamilton Township Public Schools and Bayada Nurses, Inc. for the 2010-2011 school year, as per attachment IX-C-17.

18. To approve an Agreement between the Hamilton Township Board of Education and Advancing Opportunities for the 2010-2011 school year to provide assistive technology services to special needs students on an as needed basis, as per attachment IX-C-18. **Advancing Opportunities**
19. To approve a Resolution for changes in the District's School Employee's Health Benefits Program, as per attachment IX-C-19. **Health Benefits Program**
20. To approve tuition contracts and a One-to-One Aide Agreement with Cape May County Special Services School District for one (1) student attending their multiply disabled program as follows: **One-to-One Aide Agreement w/CMCSSD**

Regular School Year Program	\$31,208.00
Out-of-County Fee	11,000.00
Extended School Year	2,255.00
One-to-One Aide-Regular School Year	15,900.00
One-to-One Aide-Extended School Year	1,612.00
Total Cost	\$61,975.00

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May (8-0-0)

The following item has been included as an informational item:

21. Out of District Student #09-10-06 at Atlantic County Special Services School District, as per attachment IX-C-21. **Student #09-10-06**

Motioned by Mr. Ludwick, seconded by Dr. Erickson, to approve the following Motions as presented:

22. To accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received. **Superintendent's and Board Secretary's Certification**

- Bills** 23. To approve the following bills in the total amount of \$276,513.32, as per attachment IX-C-23:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
11	Current Expense	\$276,513.32

- District's Dental Insurance** 24. To approve the renewal of the District's Dental Insurance with Horizon BC/BS for the period July 1, 2010 through June 30, 2012 at an increase of 2.5% each year, as per attachment IX-C-24.

- District's Vision Insurance** 25. To approve the renewal of the District's Vision Insurance with VSP for the period July 1, 2010 through June 30, 2012 at an increase of 1.2%, as per attachment IX-C-25.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May (8-0-0)

PERSONNEL/NEGOTIATIONS COMMITTEE – Mr. Palermo

All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.

Motioned by Mr. Palermo, seconded by Dr. Erickson, to approve the following Motions as presented:

- District substitutes** 1. To approve district substitutes for the 2009 - 2010 school year, as per attachment IX-D-1.

- Retirement of Mary Sommer** 2. To accept a notice of retirement from Mary Sommer, Custodian, effective June 30, 2010, as per attachment IX-D-2.

- Carmen Choseed, Custodian** 3. To approve Carmen Choseed as a full-time Custodian, Step 3, at a total annual salary of \$32,003.00 beginning July 1, 2010, as per attachment IX-D-3.
(Mrs. Choseed is a replacement for Mary Sommer.)

- Susan Burgess, Custodian** 4. To approve Susan Burgess as a part-time, twelve (12) month Custodian, Step 6, 29.5 hrs./week at a total annual salary \$24,845.00, beginning July 1,

2010, as per attachment IX-D-3.
(Ms. Burgess is a replacement for Carmen Choseed.)

5. To approve Angelic Reyes as a part-time, twelve (12) month Custodian, Step 2, 29.5 hrs./week at a total annual salary of \$23,223.00 beginning July 1, 2010, as per attachment IX-D-3.
(Ms. Reyes is a replacement for Germaine Pierce.) **Angelic Reyes,
Custodian**
6. To approve a reduction in hours for Germaine Pierce from 29.5 hrs./week to 25 hrs./week, 10 months, beginning September 1, 2010, Custodian, Step 8, at a base annual salary plus longevity for a total of \$17,162.00, as per attachment IX-D-3. **Germaine
Pierce,
Reduction in
hours**
7. To approve a title and salary change for Melanie Cradock from Clerk/Receptionist to Secretary/Receptionist, salary as follows:

2009-2010: Secretary Step 5, \$16,204.00
2010-2011: Secretary Step 6, \$16,704.00 **Melanie
Cradock title
change to
Secretary/
Receptionist**
8. To approve a Sidebar Agreement between the Hamilton Township Board of Education and the Hamilton Township Administrator's Association, as per attachment IX-D-8. **Sidebar
Agreement-
HTAA**
9. To approve Child Study Team staff for the Special Education Extended School Year Program for the period July, 2010 through August, 2010, as per attachment IX-D-9. **Child Study
Team staff-ESY**
10. To approve payment to staff members for their participation in a professional development workshop focusing on "*Student & Parental Engagement at Home*" provided by Andrea Lawful-Trainer held on May 26, 2010, at the hourly rate of \$23.11 as per the 2006-2009 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association (hourly rate to be adjusted to reflect the 2009-2012 HTEA contract), as per attachment IX-D-10.
(Payments to these staff members is funded through NCLB FY10 Title I) **Student &
Parental
Engagement at
Home-
Workshop**

- Learning Consultant Practicum** 11. To approve a Learning Consultant practicum for Suzanne Penza, a Stockton College student, beginning June 2, 2010, per attachment IX-D-11.
- 2010 Summer Swim** 12. To approve 2010 Summer Swim Program staff members beginning June 28, 2010, as per attachment IX-D-12.
- Camp Blue Star 2010 staff** 13. To approve Camp Blue Star 2010 staff members beginning June 28, 2010, as per attachment IX-D-13.
- Emergency Hiring for Camp Blue Star and Summer Swim Program staff** 14. To approve the following applicants for emergency hiring and applicants' attestation that they have not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.1:
- Camp Blue Star Staff
Sean Berry
Mihajlo Protic
Adam Kelly
Kimberly Wagner
Susanna Elezovic
- Summer Swim Program Staff
Alexandra Leszczynski
- Roll Call Vote: Seven in favor: Mr. Aiken, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. Abstained: Mr. Anderson (7-0-1)

Motioned by Mr. Palermo, seconded by Dr. Erickson, to approve the following Motions as presented:

- Revised stipends** 15. To approve revised stipends for the period 2009-2010, as per attachment IX-D-15. The total amount has not changed.
- Revised Maintenance Salary Guide** 16. To approve the revised Maintenance Salary Guides for the period 2009-2012, as per attachment IX-D-16.
- Revised Maintenance Salaries** 17. To approve revised Maintenance salaries for the 2009-2010 school year, as per attachment IX-D-17.

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| 18. | To approve salary corrections for the 2009-2010 school year, as per attachment IX-D-18. | Salary corrections-2009-2010 |
| 19. | To approve Secretarial salaries for the 2010-2011 school, as per attachment IX-D-19. | Secretarial Salaries 2010-2011 |
| 20. | To approve Custodial Staff salaries for the 2010-2011 school year, as per attachment IX-D-20. | Custodial Staff salaries-2010-2011 |
| 21. | To approve District salaries for the 2010-2011 school year, as per attachment IX-D-21. | District salaries-2010-2011 |
| 22. | To approve Maintenance Staff salaries for the 2010-2011 school year, as per attachment IX-D-22. | Maintenance Staff salaries-2010-2011 |
| 23. | To approve Food Service Staff salaries for the 2010-2011 school year, as per attachment IX-D-23. | Food Service Staff salaries-2010-2011 |
| 24. | To approve Technology Staff salaries for the 2010-2011 school year, as per attachment IX-D-24. | Technology Staff salaries-2010-2011 |
| 25. | To approve Paraprofessional salaries for the 2010-2011 school year, as per attachment IX-D-25. | Paraprofessional salaries-2010-2011 |
| 26. | To approve Non-Tenured Staff salaries for the 2010-2011 school year, as per attachment IX-D-26. | Non-tenured staff salaries-2010-2011 |
| 27. | To approve Acquiring Tenure Certificated Staff salaries for the 2010-2011 school year, as per attachment IX-D-27. | Acquiring tenure staff salaries-2010-2011 |
| 28. | To approve Tenured Certificated Staff salaries for the 2010-2011 school year, as per attachment IX-D-28. | Tenured staff salaries-2010-2011 |
| 29. | To approve lateral moves for the 2010-2011 school year, as per attachment IX-D-29. | Lateral moves for 2010-2011 |
| 30. | To approve Certificated Staff acquiring tenure in 2010-2011, as per attachment IX-D-30. | Certificated Staff for 2010-2011 |

Mays Landing, NJ
June 1, 2010

- Administrator salaries-2010-2011** 31. To approve Administrators' salaries for the 2010-2011 school year, as per attachment IX-D-31.
- Supervisor salaries-2010-2011** 32. To approve Supervisors' salaries for the 2010-2011 school year, as per attachment IX-D-32.
(Salary subject to change upon completion of HTSCDA negotiations.)
- Board Office staff salaries-2010-2011** 33. To approve Board Office Staff salaries for the 2010-2011 school year, as per attachment IX-D-33.

Roll Call Vote: All in favor #16-33: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May (8-0-0).

#15: Six in favor: Mr. Aiken, Dr. Erickson, Mrs. Kupp, Mr. Ludwick, Mr. Palermo and Dr. May. Nay: Mr. Anderson and Mrs. Befano. (6-2-0)

Motioned by Mr. Palermo, seconded by Dr. Erickson, to approve the following Motion as presented:

- Internal Transfer for Beth Connor** 34. To approve an internal transfer for Beth Connor from Shaner School Teacher to Shaner School Literacy Coach for the 2010-2011 school year, as per attachment IX-D-34.

Roll Call Vote: Six in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Dr. Erickson, Mr. Palermo and Dr. May. Nay: Mrs. Kupp. Abstained: Mr. Ludwick. (6-1-1)

POLICY COMMITTEE – Mr. Anderson

Motioned by Mr. Anderson, seconded by Dr. Erickson, to approve the following Motion as presented:

- Policy #2361** 1. To approve Policy #2361 – Acceptable Use of Computer Network/Computers and Resources on first reading, as per attachment IX-E-1.

Roll Call Vote: All in favor: Mr. Aiken,
Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs.
Kupp, Mr. Ludwick, Mr. Palermo and Dr. May
(8-0-0)

Motioned by Mr. Anderson, seconded by Dr. Erickson, to approve the following Motion as presented:

2. To approve Regulation #2361 – Acceptable **Regulation #2361**
Use of Computer Network/Computers and
Resources on first reading, as per attachment
IX-E-2.

Roll Call Vote: All in favor: Mr. Aiken,
Mr. Anderson, Mrs. Befano, Dr. Erickson,
Mrs. Kupp, Mr. Ludwick, Mr. Palermo and
Dr. May (8-0-0)

TRANSPORTATION COMMITTEE – Mr. Aiken

None

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENTS

- A staff member questioned the motion concerning Melanie Cradock. Mrs. Cappelluti responded that it was a change to her title due to the elimination of the clerk position.
- Mrs. Cox advised that the books which were chosen by the Board members to be purchased for the Davies School library have arrived and will be placed in the library.
- Mr. Ludwick asked Mr. Muldoon to explain the 8th grade awards ceremony for the benefit of all the Board members. Mr. Muldoon explained what awards are given and how they are chosen. He also advised the Board of all the activities planned through the end of the school year.

- Mr. Muldoon spoke on behalf of the Read 180 program and the success experienced by the students in the program.

EXECUTIVE SESSION

Motioned by Mr. Anderson, seconded by Mrs. Befano, to enter into executive session for the purpose of discussion of personnel.

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of personnel. Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time.

Voice Vote: (8-0-0) Motion carried.

The Board entered into Executive session at 9:25 p.m.

The Board reconvened the regular meeting at 10:10 p.m.

PERSONNEL

Motioned by Mr. Ludwick, seconded by Mrs. Befano, to approve the following Motion as presented:

**Custodial
Guides-
2009-2012**

To approve revised Custodial Salary Guides effective July 1, 2009 through June 30, 2012, as per attachment IX-D-35.

Roll Call Vote: All in favor: Mr. Aiken,
Mr. Anderson, Mrs. Befano, Dr. Erickson, Mrs.
Kupp, Mr. Ludwick, Mr. Palermo and Dr. May
(8-0-0)

ADJOURNMENT

Motioned by Mr. Anderson, seconded by Mr. Ludwick, to adjourn the meeting.

Voice Vote: All in favor: (8-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 10:12 p.m.

Martha J. Jamison, CPA
Board Secretary

Mays Landing, NJ
June 1, 2010